

---

## **Minutes Merit System Board May 15, 2009**

---

**Minutes of the Merit System Board meeting held on May 15, 2009, at 10:00 a.m., in the Human Resources Conference Room at 20 E. Sixth Street, Tempe, Arizona.**

**Board Members Present:**

James P. Foley, Chairman  
Wayne E. Hochstrasser  
Dr. Russell Schoeneman

**City Staff Present:**

Renie Broderick, Secretary to the Merit System Board  
& Human Resources Manager  
Jon O'Connor, Deputy Human Resources Manager  
M. Colleen Pacheco, Staff to the Merit System Board  
& Human Resources Technician II  
Chairman Foley called the meeting to order at 10:01 a.m.

**Agenda Item 1 – Motion to Adjourn to Executive Session, if necessary, pursuant to A.R.S. §38-431.03(A) (1) and 38-431.03 (A) (3)**

Motion was not made.

**Agenda Item 2 – Discuss and Approve Meeting Minutes from December 17, 2008**

Unanimously approved as amended on page 11, changing "Fifth Witness" to "Sixth Witness".

**Agenda Item 3 – Approve Revisions to "Personnel Rules and Regulations"**

Human Resources Manager Renie Broderick communicated that due to new technology, the City feels it is necessary to modify Rule 6, Section 612 to incorporate Social Media. She explained that the City Council formed a special committee to look at Social Media and upon approval of the proposed Rule change, City staff will create administrative guidelines to regulate the usage and update protocol as required. These administrative guidelines will be separate from the Personnel Rules and Regulations. These different tools (such as Twitter, Facebook, etc.) will be listed and regulated in administrative guidelines which will require employees to register and acknowledge their understanding of proper usage. Before implementing any new administrative guideline concerning this topic, they will be reviewed by the City Council, IT Department, Community Relations Department and employee groups.

Ms. Broderick described the attached changes in Rule 6 Section 612, A, B, E, F, and G (there are no changes to C or D), and also recommended changing all instances of the phrase "ITD World homepage" to "IT Department Intranet page" as this terminology is more familiar to employees. The Board had no objections. The Board recommended a slight grammatical change in Section A, changing a run-on sentence into two sentences. The Board accepted the changes to Rule 6 Section 612 as modified.

Next Ms. Broderick presented changes to Rule 3 Section 301, D. Chairman Foley asked for clarification and the Board discussed the possible conflicts regarding two immediate family members have the same direct supervisor. Ms. Broderick discussed the supervisor's responsibility to create a positive work environment and the tools and options available to assist them if any conflicts arose. Chairman Foley suggested that this rule change would not be a conflict of interest, but rather a supervisory matter. The Board accepted the Rule change.

Deputy Human Resources Manager Jon O'Connor gave the following background for Rule changes 204 - 512 (as outlined below): Approximately two years ago former City Manager Will Manley, through a union negotiation process with SEIU, had received the informal approval from City Council to extend certain benefits which union members received through their MOU to non-union employees. At that time, the changes were documented in email format but have never been formally approved by the City Council, so essentially Human Resources is recommending the formalization of existing benefits. Mr. O'Connor presented the following Rule changes:

Rule 2 Section 204, D

The Board discussed the verbiage change and accepted the amendment of the Rule.

Rule 5 Section 502, A (1)

The Board discussed the verbiage change, with Mr. O'Connor explaining this formalizes what is actually happening now, and the Board accepted the amendment of the Rule.

Rule 5 Section 502, H

The Board discussed the verbiage change and accepted the amendment of the Rule.

Rule 5 Section 503, I

The Board discussed the verbiage change and accepted the addition to the Rule.

Rule 5 Section 505

The Board discussed the verbiage change and thought it should be modified slightly, as the existing verbiage seems to exclude biological relatives. The phrase "including" will be added after Parent, Child, Siblings, Grandparent and Grandchild. The Board accepted the Rule amendment with the modification.

Rule 5 Section 512 D (4)

The Board discussed the verbiage change and accepted the amendment of the Rule.

Board Member Schoeneman moved to approve all of the Rule changes with the three specified modifications. Board Member Hochstrasser seconded the motion and it carried unanimously at 10:44 a.m.

Board Member Schoeneman made a motion to adjourn, and Board Member Hochstrasser seconded the motion. The motion carried unanimously.

**Meeting adjourned at 10:44 a.m.**

Prepared by:  
M. Colleen Pacheco, Human Resources Technician II,  
and Staff to the Merit System Board

Reviewed by:  
Renie Broderick, Human Resources Manager,  
and Secretary to the Merit System Board

  
*Authorized Signature*